

**347—160.3(91E) Comprehension of employment.** The Act and these rules apply to employees who do not speak, read, write, or understand English to a degree necessary for comprehension of the terms, conditions, and daily responsibilities of employment. The following include, as a minimum, the terms, conditions and daily responsibilities of employment which an employee must be able to comprehend in English:

**160.3(1)** The minimum number of hours an employee can expect to work on a weekly basis.

**160.3(2)** The hourly wages of the position of employment, including the starting hourly wage.

**160.3(3)** All mandatory and elective benefits.

**160.3(4)** A description of the responsibilities and tasks of the position of employment.

**160.3(5)** The safety and health risks, known to the employer, to the employee involved in the position of employment.

**160.3(6)** Information and training on hazardous chemicals in the employee's work area.

**160.3(7)** Safety signs and symbols that warn of potential dangers and hazards at the work site.

**160.3(8)** The purpose of forms used by the employer including:

*a.* Orientation,

*b.* Insurance,

*c.* Accidents at the work site, and

*d.* Other forms the employee is required to complete or answer.

**160.3(9)** The employer's requirement to provide an interpreter if more than 10 percent of the employer's employees speak the same non-English language.

**160.3(10)** An ability to effectively communicate with a nurse or other medical personnel at the work site.